

FRESH FRUIT AND VEGETABLE PROGRAM

GRANT APPLICATION INSTRUCTIONS SCHOOL YEAR 2018-2019

Fresh Fruit and Vegetable Program (FFVP) applications for school year 2018-2019 must be fully submitted online, with the signed participant agreement form, **no later than April 16, 2018**. Schools will not be able to submit an application or upload the signed participant agreement form after this date. Make sure to read through all of the instructions before starting the application. As a reminder, the FFVP grant must be applied for annually. Multiple schools from a district may apply; however, a separate application must be submitted by each school and not all applicants are guaranteed to be awarded.

Applications Must Include

- A plan for implementation and operation of the program that includes a partnership with one or more entities that provide non-federal resources for the acquisition, handling, promotion, or distribution of fresh fruits and vegetables; or other support that contributes to the purposes of the program, such as nutrition education;
- An agreement form signed by the food service director, the school principal, and the district superintendent or equivalent positions as determined by the school; and
- A show of a continuing emphasis on student health and wellness.

You may exit the application at any time and re-enter it prior to the deadline date. The information that is entered into the application is saved automatically after clicking "Continue" at the bottom of each page.

To gain access to a submitted application prior to the deadline, contact one of the Wisconsin FFVP coordinators listed below. The "Site Application Preparer/Enterer Information" page will need to be completed each time the application is re-entered.

Note that the online services site will time-out if remaining on a page for too long as a security measure. If that happens, you will lose the information entered on that screen and will need to log back in and re-enter the information. Please use these instructions to plan responses before logging into the online application.

If you have any questions, comments, or problems during the application process, please contact:

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Overview of Program Eligibility

1. Schools must operate the National School Lunch Program (NSLP).
2. Schools must have **50% or higher** free and reduced-price meal eligibility. This will be based on October 2017 data.
3. Schools implementing the Community Eligibility Provision (CEP) must use their **individual school's** Identified Student Percentage (ISP) multiplied by 1.6 to estimate the percentage of students eligible for free and reduced-price meals. The individual school ISP can be located in your most recently approved CEP application letter. If you need assistance identifying the individual school ISP, contact Jessica Schultz at jessica.schultz@dpi.wi.gov.
 - If your agency only has one school participating in CEP, there is no separate individual school ISP.
 - Note that the individual school's ISP multiplied by 1.6 is used by CEP schools to determine eligibility for FFVP. However, only the individual school's ISP number needs to be entered into the actual application. See pages **7-8** of this document for more information.
4. Schools must be **elementary** schools or have the ability to separate out elementary students in a K-12 program.
5. Schools must be a Team Nutrition school.
 - To check if a school is already a member of Team Nutrition, go to the [Team Nutrition Schools](#) page. For best search results, search by zip code or city and state. After you click on "Search," the results will appear grouped by state below the search form. Click on "Wisconsin" to see all of the schools matching your search terms. If you believe you have previously enrolled in Team Nutrition but are not found in the database, please re-enroll.
 - To join Team Nutrition for free, complete the [Team Nutrition School Form](#).
6. Schools must agree to offer fresh fruits and vegetables to all enrolled students free of charge during the school day, a minimum of **two** days per week, at a time other than meal service periods.
7. Schools must develop budgets for the first and second allocation of the grant and submit monthly claims on time to be eligible for reimbursement of program expenses.
8. Schools must agree to abide by all of the requirements for administering the FFVP as stated in Section 19 of the Richard B. Russell National School Lunch Act as well as adhere to all guidance and regulations provided by the United States Department of Agriculture (USDA) and the Wisconsin Department of Public Instruction (DPI).

BEFORE APPLYING:

Schools are advised to read through the USDA's FFVP Handbook.

A variety of other program resources can be found on DPI's FFVP webpage.

Logging into Wisconsin Child Nutrition Programs Online Services

1. Go to the [Wisconsin Child Nutrition Programs Online Services](https://dpi.wi.gov/nutrition/online-services) webpage (https://dpi.wi.gov/nutrition/online-services).
2. Click on the "Online Services Log-in" button that lists "Fresh Fruit and Vegetable Program (FFVP)" below it.
3. You will be taken to a log-in screen where you will enter your agency code (*do not use hyphens or spaces; use only the numerals in the agency code*) and your agency specific password. If you do not know your agency code and/or password, contact your Food Service Director or Authorized Representative as listed on the school nutrition contract.

Navigating the Menu Options

1. Select the "School Nutrition Program" tab,
2. Select the "Grants" tab,
3. Select the "Fresh Fruit Vegetable" tab,
4. Then select the "Application/Budget 2018-2019" tab.
5. A list of all elementary schools on the School Food Authority's (SFA) school nutrition contract will be displayed. Multiple schools from the same SFA can apply, but a separate application is required for each school. This page will also show you the date the application was submitted and the status of the application. If an application for school year 2018-2019 has not been submitted yet, these columns will appear blank.

Submitting an Application

1. Select the school you would like to submit an application for and click "Continue."
2. Click on the "Submit Site Application" tab to start the application.

3. The first page of the application gathers general information about your SFA. Some of this information will auto-populate directly from your SFA's 2017-2018 online school nutrition contract. If any of the information that auto-populates is incorrect, the online contract may need to be updated. When a drop down list is available, select your response from the list provided. See the next page of this document for additional details.
 - **District/SFA Administrator:** You will need to enter contact information for your District/SFA Administrator or equivalent. Note that the District/SFA Administrator may be different than your SFA's Authorized Representative.
 - **Program Coordinator:** The person that is entered as the FFVP Program Coordinator will be the main contact for the program in your SFA. If several schools in your SFA are applying for the program, you will have the opportunity to designate a site specific program coordinator later on in the application.
 - Enter the remaining information and then click "Continue" to proceed.
4. On the next page, fill in the contact information for the person that is submitting the application. A valid email address is required. Automatic emails related to the status of the school's application will be sent to the email address provided here. Click "Continue" to proceed after the information for the application preparer has been entered.
5. The next page gathers general information about the site that is applying.
 - The site name and address will auto-populate from your online school nutrition contract. If this information is changing in school year 2018-2019, you have the option to enter changes under "Site Information if different from contract (optional)." Note that this area should be left blank if there are no changes.
 - **Principal Information:** Enter contact information for the site's principal.
 - **Program Coordinator Information:** The Program Coordinator information that was entered on the district general information page will auto-populate here. Leave the information as it is if the district Program Coordinator is the same as the school Program Coordinator. If you would like to designate a different Program Coordinator for this school, you will be able to delete the information that auto-populated and replace it with different contact information.
6. The next page collects meal details for the applicant school. Descriptions of the required information can be found on **pages 8 and 9** of this document. Once all of the information has been filled in, click "Continue" at the bottom of the page.
 - **Team Nutrition School** - Participating schools are required to be a Team Nutrition school. Return to **page 2** of this document for more details. Once it has been determined that the applicant school is a member of Team Nutrition, click "Yes."
 - **Building Type** - This information will auto-populate from the online contract.

- **Building Grade Levels Served** - This information will auto-populate from the online contract.
- **Building Enrollment** - Enter the total student enrollment as of October 31, 2017 for the applicant school based on the grade levels that have auto-populated from your contract.
- **Are the grade levels served FFVP at this site different than the building grade levels?** If the building grade levels and the building enrollment are the same grade levels and number of students that will be served FFVP, click this box. The building grade levels and building enrollment will automatically populate the areas for grade levels served FFVP and enrollment of grade levels served. The “Explanation” box should be left blank.

If the grade levels that will be served FFVP are **different** than the building grade levels, do not click this box. Manually enter grade levels that will be served FFVP and the enrollment of grade levels served. Provide a detailed explanation of why the grade levels that will be served FFVP are different than the building enrollment. If your school auto-populates from your contract as a K-12 building, you will want to take advantage of this feature and specify what grades will be served FFVP. If your site pulls in as a K-8 building, but the older students are not considered elementary students, you will need to indicate that here.

- **Does this site participate in the Community Eligibility Provision (CEP)?** If this school does NOT participate in CEP, click “No.” The CEP ISP box below will be disabled and “No. of Children Approved for” free meals and reduced price meals will need to be completed.

If this site participates in CEP, click “Yes.” The **individual school’s** Identified Student Percentage (ISP) must be entered on the line below and the boxes for “No. of Children Approved for” will be disabled, indicating that these boxes do not need to be completed. More information about CEP can be found on our [Community Eligibility Provision](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility>).

- **CEP ISP (see application instructions for more details)** - If “Yes” was selected above, enter the applicant school’s **individual school** ISP. The most recently approved individual school ISP must be used and should go out to three decimal places. Do not enter the individual school’s ISP multiplied by 1.6; make sure to only enter the individual school’s ISP. Additionally, do not enter “%” as this will cause an error message. For questions about CEP, contact Jessica Schultz at 608-266-3296 or Karrie Isaacson at 608-266-2416.
- **No. of Children Approved for Free Meals** - If the applicant school does not participate in CEP, report the number of elementary students at the applicant school that were approved for free meals as of October 31, 2017.
- **No. of Children Approved for Reduced Price Meals** - If the applicant site does not participate in CEP, report the number of elementary students at the applicant school that were approved for reduced price meals as of October 31, 2017.

- **Meals Offered (Check all that apply)** - Select which child nutrition programs your school offers (NSLP = National School Lunch Program, SBP = School Breakfast Program). Schools must participate in the NSLP to be eligible for the FFVP.
7. The next page requires you to enter information for the other personnel associated with the FFVP at the applicant school. To add personnel, click on “New Record.” You must add at least one contact person here. We encourage you to include contact information for the person that will be responsible for completing financial paperwork as well as those that will be responsible for menu planning, purchasing, preparation and distribution, nutrition education, and promotional activities.
 8. The following screen will appear after clicking “New Record.” Enter all required information for the staff member and click “Save.” Continue adding new contacts using the “New Record” option. When you are finished adding contacts, click “Continue.”
 9. The next page requests information about large equipment. **Leave this page blank if no large equipment purchases are anticipated.**
 - Large equipment is defined as a single piece of equipment costing \$250 or more.
 - If your school anticipates purchasing any large equipment for the FFVP with program funds, list the equipment item(s) on this page. Add a piece of equipment to the list by clicking the “New Record” button. Enter the name of the piece of equipment and the anticipated cost. When entering the cost, enter just the number and do not include a dollar sign. Click “Save” after filling in the requested information. Use the “New Record” option to add additional equipment pieces if needed.
 - To remove a piece of equipment from the list, click on the Equipment Name and click the “Delete” button.
 - **Listing equipment on this page is for application review purposes only and does not indicate that the equipment will be approved for purchase with grant funds.**
 - Note that any equipment costing \$250 or more that is purchased for the program must receive approval from the Wisconsin Department of Public Instruction to be eligible for reimbursement. Obtaining pre-approval is strongly recommended prior to purchase of equipment. **No equipment will be approved for reimbursement without a completed Equipment Justification Form.** More information about this form will be available at the beginning of school year 2018-2019.
 - Click “Continue” when ready to proceed with the rest of the application.
 10. The next section requests information about the plan for the FFVP and your current school environment. See the following page in this document for descriptions of the required information. After all information has been entered, click “Continue” at the bottom of the screen to continue with the application.

- **Service Days** – The FFVP must be served a minimum of two days per week. Indicate which days FFVP will be served at the applicant school.
- **Service Time** – This must be at a time other than the SBP or NSLP. If some grades will be served in the morning and some will be served in the afternoon, you can select both. Remember that FFVP cannot be served before or after school.
- **Delivered By** – Check who will deliver the snack or if students will come to a central location.
- **Program Start Date** – Use the calendar icon to select the date you anticipate starting FFVP snack service at the school that is applying. **Schools are expected to start serving no later than the first full week of school.**
- **Indicate activities planned for advertising and promoting the program** – Check all that apply. *It is important that efforts are coordinated to inform principals, teachers, school staff, students, and parents about the FFVP.* It is a requirement that the program must be advertised and promoted in the school community.
- **Indicate activities planned for nutrition education in the program** – Check all that apply. Please note, nutrition education is critical to the program’s success; however, grant funds cannot be used to pay for it. Free resources are available on our website and through the USDA’s Team Nutrition.
- **Describe how your school is currently fostering a healthy school environment including any partnerships your school has (at least one)** – For the FFVP to be successful, it needs to be fully supported by school officials and staff who believe in working towards a healthy school environment. Describe how your school is nurturing a healthy school environment, how it evaluates its progress, and how the FFVP will help take your healthy school environment to the next level.

In addition, list non-federal entities that your school will work with to implement and operate the FFVP. Non-federal resources include, but are not limited to, PTA/PTO, local produce companies or grocery stores, culinary and/or life skills students, local dietitians, fruit or vegetable bureaus, and Cooperative Extension Agents. Local farmers and growers are a non-federal resource, and the USDA highly encourages schools to work with local growers to procure fruits and vegetables.

It is recommended that you prepare what you want to type into this box and the following box before reaching this page. **The page will time out after an extended period of time and typed responses will not be automatically saved.** Consider typing answers in a blank word document and then copy/paste the responses into the application. Note that these text boxes are limited to 4,000 characters each.

- **Additional Information:** If there is any additional information you would like us to know and did not already enter, provide it here. This is an optional field and does not have to be completed.

11. On the next page, you will have to complete a budget request for the first allocation of the program. **All applicant schools must request funding for the first allocation of the program.** Allocation A budgets of \$0 will not be approved.

The first allocation (Allocation A) will be awarded for July 1-September 30, 2018. Due to the majority of the first allocation period occurring during the summer, the first allocation is limited to no more than 15% of the school's total grant award. To estimate the total grant award for the applicant school, multiply the number of students enrolled at the school that will be receiving FFVP (as entered previously on the application) by \$50. This is a rough estimate of your anticipated total grant award (Allocation A and B). For more details about creating a budget, refer to the resources posted on our [FFVP webpage \(https://dpi.wi.gov/school-nutrition/ffvp\)](https://dpi.wi.gov/school-nutrition/ffvp). Funding reserved for the first allocation of the program must be obligated by September 30, 2018. **Funding from Allocation A will not roll over into Allocation B.**

- Determination of your first allocation award should be based on program start date, days of snack service, and equipment or supplies needed.
- All awarded schools will be required to begin FFVP snack service at the beginning of the school year. Schools that do not start the program at the beginning of the school year may be withdrawn from the program.
- Round budget amounts to the nearest whole dollar amount. Do not use special characters when entering budget amounts like dollar signs or decimal points. If you do not anticipate using grant funding during the first allocation for certain budget line items, enter "0." A number must be entered on each budget line or you will receive an error message.
- Typical Allocation A funding requests will likely be 5-10% of your total grant award. If you are unsure of how to estimate the amount to budget for your first allocation, multiply your elementary school enrollment participation in FFVP by \$5. This will give you approximately 10% of your anticipated grant award.
- As you plan your budget, remember that administrative costs must be kept below 10% of your total grant award and all non-food costs (including administrative costs) must be kept below 20% of your total grant award.
- An approved budget for Allocation A is a requirement of the application process. Budgets will be reviewed with the submitted application, and schools will be notified if revisions are required. There will be a limited window of time to make budget revisions. **If a school is notified that a budget revision is needed, but the budget revision is not made within the given timeframe, the application will not be accepted.**

- A budget request for the second allocation of the program (Allocation B) is NOT submitted with this application. If an applicant site is awarded the grant, the site will be notified of the need to submit an Allocation B budget at a later date.
12. Next, read the certification information. After reading and agreeing to this statement, click the box next to “I agree to Certification” and click the “Submit” button.
 13. After clicking “Submit,” you will see an automatic notification that your site application has been successfully submitted. However, this is not the final step. Once the application has been submitted, you **MUST** upload the signed agreement form for your application to be considered complete. Select the “Click Here to Download & Upload the Agreement Form” to continue.

Downloading and Uploading the Participant Agreement Form

1. If you have not already printed the agreement form, use the “Click Here to Download the Agreement Form” link. The form will be downloaded to your computer as a Microsoft Word document. You will be able to type information into the data collection boxes if desired. Otherwise, the entire form can be completed by hand. Regardless of which method is used, the form will need to be printed in order to obtain signatures. **Please note that your application is not complete until you upload the signed agreement form.**
2. Only one form is required per SFA. However, the principal from every school in the SFA that is applying for the program will need to sign the form. Please allow time for gathering the signatures. **The signed form will need to be uploaded to each application for every school in the SFA that is applying for the grant.**
3. You will know that you have the correct copy of the form to use by looking at the “Grant Period” box. This should read **07/01/18-06/30/19**.
4. Read the form thoroughly and be sure to complete both pages.
 - The first page requires general information pertaining to the SFA including SFA name, agency code, and address. The agreement and certification statements must be read carefully. At the bottom, there is space for the SFA Administrator and Food Service Director to sign. Note that the “SFA Administrator” may be different from your SFA’s Authorized Representative as identified on the school nutrition contract. In public districts, the SFA Administrator is your District Administrator or Superintendent. In private schools, the SFA Administrator will likely be your School Administrator.
 - The second page is titled “Attachment A” and provides space to write in school-specific information such as school name, school address, and the name of the school’s principal. Only list the schools that are applying for FFVP and not all schools in the SFA. **For the form to be considered complete, the principal from each applicant school must sign this form.** There is enough space on Attachment A to accommodate information for 9 schools. If more space is needed, Attachment A can be photocopied and as many copies as needed may be attached; however, all copies must be scanned and uploaded as one document.

5. After reading the agreement form and obtaining the needed signatures, scan the complete and signed form, save it as a PDF file, and click the “Choose File” feature to find the correct file to upload. After selecting the scanned file, click “Upload.”

If you exit the application before completing this process, you can access this screen again by using the “Upload/Download Site Agreement Form” tab from the “Application/Budget 2018-2019” navigation bar. A link to the agreement form is also available on the [FFVP webpage \(https://dpi.wi.gov/school-nutrition/ffvp\)](https://dpi.wi.gov/school-nutrition/ffvp).

- Once you have submitted the application and agreement form, you can 1) view the uploaded file, 2) submit an application for another site in your school district, or 3) click logout.

Your application is **considered complete** when:

- 1) the online portion has been submitted, and
- 2) the completed agreement form has been uploaded.

Incomplete applications will not be considered. The deadline to submit the application and the signed participant agreement form is **April 16, 2018**.

